

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM  
BOARD OF MANAGERS  
PUBLIC SESSION MEETING MINUTES  
May 23, 2019**

**OPENING AND ATTENDANCE**

The Board of Managers meeting was held at the Delaware Criminal Justice Information System located in Dover, Delaware. Ms. Kennedy called the meeting to order at approximately 10:03 a.m.

Those in attendance included:

**BOM MEMBERS**

Gregory Patterson	DOJ
Marian Bhate	ODS
Renee Rigby	DSP
Justin Day	DTI
Marianne Kennedy	JP Court
Michelle Hoffman	Family Court
Carrie Hyla	DSCYF
Phil Winder	DOC
Jeffrey Horvath	DE Police
	Chiefs' Council

**STAFF**

Mary Hansen	DELJIS
Michael Kelly	DELJIS
Alyssa Huenke	DELJIS
Melody Ochoa-	DELJIS
Campagna	
Lisa Morris	DAG

**PUBLIC AND NON-VOTING PARTIES**

Capt. Benjamin Parsons  
Ryan Spruance  
Sgt. Peter Adams

**I. REVIEW AND APPROVAL OF MEETING MINUTES**

BOM Public Session Minutes – Ms. Rigby made a motion to approve the April Board of Managers Public Session meeting minutes. Mr. Patterson seconded the motion. Eight in favor, one abstained. Motion carried.

BOM Executive Session Minutes – Ms. Bhate made a motion to approve the April Board of Managers Executive Session minutes. Mr. Patterson seconded the motion. Eight in favor, one abstained. Motion carried.

**II. DELJIS ACCESS APPLICATIONS**

- Office of Inspector General, General Services Administration – Ms. Hansen advised that the Office of Inspector General is requesting DELJIS access for General Services Administration (GSA). She stated that the Office of Inspector General is a federal agency and would receive full inquiry access if approved. She added that they are responsible for detecting and preventing fraud, waste, and mismanagement in the GSA's programs and operations. The OIG does so by performing independent financial, program, and compliance audits; criminal and civil

investigations; reviews of proposed legislation and regulations; and by providing other services to senior GSA, Congressional, and law enforcement officials. Ms. Hansen then introduced Mr. Ryan Spruance.

Mr. Spruance advised that he is a special agent for the Office of Inspector General. He stated that the office is located in Philadelphia, but they cover five states including Delaware. He added that he is responsible for investigating any criminal violations involving a GSA program and he recently worked with the New Castle County Police Department. Mr. Horvath asked if the agents have powers of arrest. Mr. Spruance advised that they do. Mr. Horvath then asked how many people would have DELJIS access. Mr. Spruance advised that there are four agents and one manager in the office. Ms. Hansen advised that the request is for the agency as a whole to be approved for access and each individual at the agency would apply as needed. Ms. Kennedy asked if we provide the same access for other federal agencies. Ms. Hansen advised that we do. Ms. Kennedy asked how user access is managed to ensure notification of turnover at the agency. Ms. Hansen advised that the users are required to sign user agreements and the agency is obligated to notify DELJIS of any changes. She added that DELJIS conducts a yearly audit of users to verify whether or not a user is still employed. Ms. Hansen also stated that DELJIS would be the ISO for this agency and they would be using eGov for SSL/VPN.

Ms. Bhate made a motion to approve the request for DELJIS access from the Office of Inspector General, General Services Administration. Mr. Horvath seconded the motion. All in favor, motion carried.

- U.S. Department of Homeland Security, Customs and Border Protection - Ms. Hansen stated that the U.S. Department of Homeland Security, Customs and Border Protection is requesting DELJIS access for their Counterdrug Analyst. The Counterdrug Analyst will conduct wanted inquiries of inbound ship workers and port employees involved in investigations to better improve the security of the Port of Wilmington and the surrounding area. Ms. Hansen introduced Sgt. Peter Adams.

Sgt. Adams advised that he is assigned to Customs and Border Protection. He stated that CBP is the sole proprietor of border control at the Port of Wilmington, Dover Air Force Base, and New Castle Airport relating to any international inbound ships or flights. Sgt. Adams added that the officers conduct federal screenings of ship workers and port employees, but would like to have the ability to conduct inquiries at the Delaware level, as well. He stated that the officers are federal law enforcement officers and have arrest powers. Ms. Hansen added that DELJIS would be the ISO and CBP would be using eGov like the Office of Inspector General.

Ms. Bhate made a motion to approve the request for DELJIS access from the U.S. Department of Homeland Security, Customs and Border Protection. Ms. Hyla seconded the motion. All in favor, motion carried.

### **III. COMMITTEE REPORTS**

There were no committee reports.

### **IV. OLD BUSINESS**

- Automated Usage Statistics – In the interest of time, Ms. Hansen did not review the Automated Usage Statistics.
- Project Status Report – Ms. Hansen advised that there have been no significant changes to the Project Status Report since the last Board of Managers meeting, but that Ms. Ochoa-Campagna was in attendance in case any members of the Board had questions about specific projects.
- DELJIS Regulations – DAG Morris reviewed the drafts of proposed DELJIS regulations concerning conflict of interest relating to breach investigations and indirect access for contractors. DAG Morris advised that she can combine the two topics into one proposed regulation. She stated that she would like the Board to review the language and determine whether they would like to make any changes.

DAG Morris advised that the conflict of interest regulation was discussed last year, but it was never published. She stated that she will combine the conflict of interest and indirect access under one regulation. The regulation will be posted for 30 days, and if there is no comment then the regulation will be brought to the Board to sign. Ms. Kennedy provided an overview of the conflict of interest regulation. She advised that the Board wanted to solidify that, in the event the Executive Director could not act on a determination, the Chairperson of the Board would act as the designee.

Ms. Bhate made a motion to approve the draft regulation relating to conflict of interest. Mr. Horvath seconded the motion. All in favor, motion carried.

DAG Morris provided a brief overview of the regulation concerning indirect access. She advised this regulation would cover instances where state agencies have RFPs with a private business, agency, or individual that are doing a function of the state agency. The regulation is intended to regulate how criminal justice information is shared with contractors that have indirect access. There was discussion about a few language changes to provide clarification of how the information is to be shared.

Ms. Bhate made a motion to approve the draft regulation relating to indirect access for contractors. Ms. Rigby seconded the motion. All in favor, motion carried.

### **V. NEW BUSINESS**

There was no discussion concerning new business.

### **VI. PUBLIC COMMENT**

There was no public comment.

## **VII. ADJOURNMENT**

A motion was made by Ms. Bhate to adjourn the meeting at approximately 11:20 a.m. The motion was seconded by Mr. Winder. All in favor, motion carried.